

Come work at CDSS where . . .

People come First!

***Exciting Opportunity at the California
Department of Social Services...***



Associate Information Systems Analyst

Salary Range \$4619 - 5897

Full Time - Permanent

EMPLOYMENT OPPORTUNITY

The Internet Support Bureau is seeking a highly motivated and qualified individual to join our team. The incumbent serves as a technology expert in SharePoint and participates in the maintenance of other web content management systems and the departments web infrastructure maintenance. You will participate in the designing SharePoint instructional classes and teach department program staff about the technology and how to implement business intelligence and collaboration features of SharePoint.

A working knowledge of SQL server, IIS and development of webs in SharePoint is required. Advanced Knowledge in SharePoint web parts, Team sites and SharePoint Designer or Visual Studio 2008 is desirable.

Will also consider an Assistant Information Systems Analyst level applicant.

Who Should Apply: State employees with current status in the classification, persons with list eligibility in a reachable rank, with interest in a lateral transfer from an equivalent class, or reinstatement. All interested applicants must submit a resume, and a standard State Application Form STD 678, with an original signature to the contact person identified above. Clearly indicate the basis of eligibility in line item number 12 (Explanation) of the STD 678

Final File Date: **Date: January 5th, 2010**

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Contact: Michael Clark
(916) 324-2016



INFORMATION SYSTEMS DIVISION

Position

Duty Statement

775-1470-704

CONCEPT OF POSITION:

Under the direction of the Data Processing Manager the Associate Information Systems Analyst (AISA) serves as technology specialist in SharePoint, server operations and content management expert. The AISA assists customers in developing taxonomy plans, understanding SharePoint web parts and other technologies in the platform and assists with the documentation and management of the SharePoint environment and other applications. The AISA performs data integrity checks within the SharePoint and other content management systems and assists with disaster recovery

RESPONSIBILITIES OF POSITION:

30% Configuration and Monitoring of the SharePoint system and other content management systems.

20% Assist in the development of SharePoint Sites

10% Data analysis, Taxonomy assessments and operations integrity functions for customer applications.

10% Helps develop classes and course material and teaches SharePoint concepts to customers

10% Assist with infrastructure management of the web platform

10% Collaborate with the developers, project manager, and customers.

5% Research new tools and keeping abreast of testing technology

5% Other duties as assigned

SUPERVISION RECEIVED:

The AISA works as a member of a project team 80% to 95% of the time and receives assignments and general instructions from the Sr. ISA. Progress is monitored using structured walkthroughs and regularly scheduled status reports.

ADMINISTRATIVE RESPONSIBILITY:

None.

PERSONAL CONTACTS:

The AISA has daily contact with data processing and program staff to identify service requirements. The AISA also has frequent contact with contracted consultants.

ACTIONS AND CONSEQUENCES:

The incumbent provides support for the SharePoint 2007 service and collaboration environment used by 4000 internal employees. Without this function SharePoint systems fail to meet business operations usefulness. The position is critical for customer training and support, data security, web infrastructure management and documentation, and assists in the development of enterprise data structure critical to program operation and executive decision making. Failure in this system, data structures or information organization would lead to severe difficulty in programs executing their mission and would negatively impact the department, and could lead to litigation if data stores are not monitored and properly secured.

OTHER INFORMATION:

Job requires operating a computer terminal approximately 80% of the time. It also requires interpersonal skills and very good written and verbal communication skills.